

Employment Opportunity with the State of Minnesota

Date Posted: 12/15/2010 Closing Date: 12/22/2010

Job Classification: HOUSING FIN PARAPROFESS SR

Hiring Agency: Housing Finance Agency

Location: St. Paul

Salary Range: \$ 18.09 - \$ 25.46 hourly, \$ 37,772 - \$ 53,163 annually

Who May Apply: Open to all qualified job seekers.

Posting Number: 10HFA000029

Work Shift: Day Shift

Travel Required: no

Days of Work: Monday-Friday , 8:00 am-4:30 pm

Employment Condition: Permanent, Full-time

Classified Status: Classified

Job Duties: Advanced detailed technical work to support the development, implementation and ongoing financial success of affordable housing programs.
Under limited supervision performs a variety of para-professional and/or administrative activities associated with housing finance programs. Incumbents have considerable technical program-related contact with lending institutions, and the general public. They may also share expertise with other staff as a technical advisor.
Completes inspections of property developments and/or office procedures of properties to ensure compliance with Agency program guidelines.
Participate as a member of a Divisional Team to assist in meeting Team goals. Participate on assigned cross division-team projects and work teams. Assist other Division teams in high workload periods.

Minimum Qualifications: KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Coordination skills to manage assigned workload, and demonstrated flexibility to adjust to unforeseen changes in resources, goals, and/or priorities.

Ability to independently analyze and resolve problems, and to devise solutions acceptable to colleagues and outside customers.

Ability to write clear, concise and professional reports, memos and letters for internal and external distribution.

Knowledge of, and proficiency in, the use of standard software products such as word, spreadsheet, and presentation software.

Basic knowledge of website functionality and design, and the ability to contribute to site development and redesign.

Communication skills that resolve conflict and gain cooperation / commitment / accountability from customers, partners and co-workers, internally.

Ability to participate effectively in an internal team setting, providing individual expertise as a resource, sharing team workload and achieving goals.

Preferred Qualifications: Bachelor's Degree
Understands and applies basic math, business and/or finance principles to the recording of business transactions and events.
Ability to take personal responsibility for meeting business targets despite changing business conditions.
Demonstrates a high regard for accuracy and consistency.
Works collaboratively with others.

Selection Process: The selection process is a resume-based, skill-matching process. Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you.

How to Apply: You are strongly encouraged to submit your resume to the database through the online Resume Builder at <https://statejobs.doer.state.mn.us/ResumeBuilder>. You may copy and paste your existing resume or let the software create a resume for you. You may edit your resume later should your contact information or experience change. The Resume Builder also collects your work preference information so we can match you with this posting and future job openings to which you apply.

If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another. However, to ensure consideration for this position, both new and returning applicants need to apply directly to this posting number by checking the Apply for this job box found near the bottom of this announcement.

Current State Employees: Please note that employment provisions (including but not limited to seniority and leave accrual) vary among the three branches

of Minnesota State government. When considering a job with another branch of state government, you are highly encouraged to explore these differences. For assistance, please direct questions to both your current and anticipated Human Resources offices.

If you wish to apply with a paper copy, submit your resume AND a completed State of Minnesota Employment Application form to: Minnesota Management Budget (MMB), 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. Be sure to indicate the posting number of this job on your application. The paper application is available on the State Employment Web and MMB web sites, at any state agency HR office, or by calling 651-259-3637.

Contact for more info: Joel Salzer , 651-296-9828 / Joel.salzer@state.mn.us

Affirmative Action/ Equal Opportunity Employer
This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).